



Timesheet Process

Temporary Solutions would like to remind all employees to follow the correct procedures when filling out time sheets. This will ensure that all time sheets are processed in a timely manner and will prevent discrepancies on payroll checks. Time sheets must be turned into this office no later than 12:00 noon on Monday following the due date listed on the pay schedule. **All late time sheets will be processed in the next pay cycle.**

- Use 1 time sheet for each pay period. Do not include dates not in pay period.
- Complete top right corner of the time sheet.
Your Name, Personnel ID number (Your Placement Counselor will call or email you your Personnel ID number), Dept/Division, Address, Supervisor, Supervisor's Phone Number.
- Do not use White out and always use BLACK INK when filling out time sheets.
- Round all hours to the nearest quarter hours. (**15 minutes=.25, 30 minutes=.50, 45 minutes=.75**).
- Submitting your time sheet: Make a copy for your supervisor, a copy for your records, and send the original time sheet to Temporary Solutions.
- Do not use block for "Temporary Solutions Office Use Only"
- Please do not hold on to time sheets. Make sure you submit them on the dates they are due.

3 Ways to Submit Your Time

- 1.) Drop off original time sheets at the main office located at 2321 Crabtree Boulevard, Suite 110. There is a secured drop box located outside the building next to the drive way.
- 2.) Faxed time sheets are also accepted. You must follow the process below if you choose to submit via fax.
Call (919) 715-2632 **first** to receive a confirmation number and always write the number on the time sheet before faxing. The fax number is (919) 715-2627. The confirmation number will change each pay period.
- 3.) Emailed time sheets are now accepted. After signing your timesheet, the supervisor or designee can scan the time sheet in and email it to us at the email address provided. This will provide an easier and more secure time sheet submittal. The email address is TS.timesheets@nc.gov

Angela Watkins and Karen Brown-Ogle are our Payroll Officer's and welcome any questions regarding payroll issues and wage verifications. They can be reached at (919) 715-2632 or by fax (919) 715-2627.

*******ALSO, please visit our web site regularly as this process may change*******

www.nctemporarysolutions.com

Our Mailing Address:

Temporary Solutions
1337 Mail Service Center
Raleigh, NC 27699-1337

Our Physical Address:

Temporary Solutions
2321 Crabtree Blvd, Suite 110
Raleigh, NC 27604

I have read and understood that it is my responsibility to get timesheets to Temporary Solutions as specified above.

Employee's signature _____ Date _____

Print Name _____